

**FEE SCHEDULE - RESOLUTION NO. 02102026-1**

WHEREAS, pursuant to § 66.0628, a town may impose a fee that bears a reasonable relationship to the service for which the fee is imposed; and

WHEREAS, the Town of Walworth provides service to individuals from time to time; and

WHEREAS, the fees set forth in the attached Fee Schedule shall supersede any fee established elsewhere in the Town's Ordinances or via a Resolution for the same charge. If a fee is set forth elsewhere in the Town of Walworth's Ordinances or via a Resolution, and there is no corresponding fee set forth in the attached Fee Schedule, the fee set elsewhere in the Ordinance or Resolution shall control until such time as a fee for the same charge is established in the Fee Schedule.

NOW, THEREFORE, BE IT RESOLVED that the Town of Walworth approves the attached Fee Schedule for these services which shall remain in force until again set by the Town Board and be effective March 1, 2026.

Approved and adopted this \_\_ 10th \_\_ day of \_\_ February \_\_ 2026.

Town of Walworth

\_\_\_\_\_/s/\_\_\_\_\_  
David J. Rowbotham, Chairperson

I hereby certify that the foregoing resolution was duly adopted by the  
Town of Walworth at a legal meeting on the \_\_ 10th \_\_ day of \_\_ February \_\_ 2026.

\_\_\_\_\_/s/\_\_\_\_\_  
Marie Baker, Clerk/Treasurer (seal)

FEE SCHEDULE:

Re-zones/Variances/Conditional Use Permits	\$500.00 Each *
*(Plus current sign deposit)	
Certified Surveys	\$500.00 Each
Amendments (PC or BD)	\$350.00 Each
Special Meeting requested by applicant (BD)	\$225.00 Each
Special Meeting requested by applicant (PC)	\$300.00 Each
Comprehensive Plan Map Amendment Fee Plus Current County Fee and Publication Fees	\$1000.00 Each
Appendix A – Fees (Land Division)	
See attached Appendix A - Fees	
Retail Cigarette License	\$100.00 Each
Alcohol License Fees:	
Provisional Operator’s License	\$ 15.00 Each**
Two (2) Year Operator’s License (See Attached Fee Schedule Operator Application)	\$ 79.00
Special Event (Temporary Operators)	\$ 10.00 Each Event **
** (Plus \$7.00 background check fee)	
Above-Quota Class B Liquor License	TBD
Reserve Class B Liquor License (One Time Fee – per establishment)	\$10,000.00 minimum
Retail Class “A” liquor	\$500.00 Annual
Retail Class “A” malt beverage	\$100.00 Annual
Retail Class “B” liquor	\$500.00 Annual
Retail Class “B” malt beverage	\$100.00 Annual
Retail Class “C” wine (Plus \$15.00 Publication Cost)	\$100.00 Annual
Producer Full-Service Retail Sale	\$ 25.00 each app
Dog License:	
Altered	\$ 14.00 Annual
Unaltered	\$ 33.00 Annual
Multiple	\$ 35.00 Annual plus \$15 Admin Fee

Special Certificate Assessments (SAL)	\$ 50.00 Each
NSF checks	\$ 40.00 Each
Copies (Black & White)	\$ .25/Page/Side
Research Fee	Clerk/Treasurer per hr rate
Processing/Billing Administrative Fee	\$25.00
Use of Town Hall Parking Lot or Grounds Fee	\$ 500.00/Week
Tower and Wireless Communication Facility:	
Tower Permit Fee (Non Refundable)	\$ 500.00/Each
Additional User on Tower Permit Fee	\$ 250.00/Each
Wind Energy Permit Fee (Non Refundable)	\$1000.00/Each
Solar Energy Farm Permit Fee (Non Refundable)	\$1000.00/Each
Fire/Emergency Call Fees	TBD
Permit: Driveway/Alteration on Public Right-of-Way Fees (See Attached Form)	
Cemetery Fees (See Attached)	
Mastic Machine Rental Fee (see contract details)	\$ 500.00/day

Building Code Fees - (See Attached Building Code Fee Schedule)

**FEES DOUBLE IF WORK IS STARTED WITHOUT A PERMIT.**

Town Hall Use Fees (See Attached Rules and Guidelines)

Any omitted fees shall be as stated in the current Ordinance or Resolution.

All fees are subject to change at any time by Town of Walworth Board Resolution.

## APPENDIX A FEES

### 1.0 GENERAL

The Subdivider or Developer shall pay all fees and costs associated with the review, inspection and administration of the land division or development equal to the actual cost incurred by the Town, plus a five percent (5%) overhead factor to assist in defraying costs for Town supervision and administration. The Subdivider shall submit all required fees, bonds, and letters of credit to the Town Clerk at the times specified before final approval of a plat, condominium, planned development or certified survey map. Any costs the Town may incur for plan review, inspection and administration which exceed the deposit amounts shall be billed to the Subdivider by the Town. If a fund balance exists in the inspection deposit after acceptance of all improvements and refund of the improvement guarantees, the subdivider may request a refund of the remaining inspection deposit amounts. In addition, the Subdivider's Agreement shall be executed and filed by the Subdivider prior to final approval of any plat or certified survey map.

#### 1.1 CONCEPTUAL PLAN REVIEW FEE

The Subdivider shall deposit a sum equal to \$400 plus \$10 per lot or parcel within the conceptual plan to the Town Clerk at the time of application for the review of the conceptual plan.

#### 1.2 CERTIFIED SURVEY MAP REVIEW FEE

The Subdivider shall pay a fee of \$400 for each certified survey map to the Town Clerk at the time of the application for approval of any proposed certified survey map.

#### 1.3 PRELIMINARY PLAT AND PRELIMINARY ENGINEERING PLAN REVIEW FEE

The Subdivider shall deposit a sum equal to \$1000 plus \$10 per lot or parcel within a proposed preliminary plat to the Town Clerk at the time of the application for approval of such preliminary plat.

#### 1.4 CONDOMINIUM AND PLANNED DEVELOPMENT REVIEW FEE

The Developer of a condominium or planned development shall deposit a sum equal to \$1000 plus \$10 per dwelling unit to the Town Clerk at the time of application for approval of a Condominium Development Plan or Development Plan.

#### 1.5 FINAL PLAT REVIEW FEE

The Subdivider shall deposit a sum equal to \$1000 to the Town Clerk at the time of the application for approval of such plat.

#### 1.6 ENGINEERING AND INSPECTION FEES

All public improvements proposed to be made under the provisions of this Section shall be inspected during the course of construction by the Town Engineer. All fees and costs connected with the review of the drawings and specifications for the improvements and inspection of the construction of the improvements, including final approvals and project guarantee reductions, shall be paid by the Subdivider. The Subdivider shall deposit a sum in the amount of \$2000 for the initial review of the project drawings and specifications. Prior to approval of the final plat or plan, the Subdivider shall reimburse the Town for all costs associated with the review of the development which have exceeded the deposited amount for review. The Subdivider shall also deposit a sum in the amount of two percent (2%) of their engineer's opinion of probable

cost for the project improvements, as submitted to the Town and approved by the Town Engineer, (but not less than \$1000.00) for Town inspection of the project improvements.

#### 1.7 ADMINISTRATIVE FEE

The Subdivider shall pay to the Town Clerk, the cost of any legal, administrative or fiscal services incurred by the Town in connection with its review of any plat or certified survey map. Legal work shall include, without limitation, the drafting of contracts between the Town and the Subdivider. These fees may also include the cost of obtaining professional opinions including, but not limited to those of attorneys, engineers, landscape architects, and land planners, requested by the Town Board in connection with the land division being considered.

#### 1.8 EFFECT ON NONPAYMENT OF FEES

Notwithstanding any other provision of this Ordinance, no final approval of any final plat, condominium or planned development, or certified survey map shall be granted by the Town Board until such time as all fees imposed under this Ordinance have been paid in full, with the exception of construction-related fees. In the case of construction-related fees, the Town reserves the right to withhold building permits until all fees imposed under this Ordinance have been paid in full.

RESOLUTION No. 12142021-1

**FEE SCHEDULE FOR CEMETERY PLOTS AND BURIAL CHARGES**

That the fees for a plot in the Brick Church Cemetery, Walworth County, Wisconsin, are as follows:

A plot allows for one full burial in one full grave or two cremations in one full grave.

\$800 for a single plot for a Town of Walworth resident. \*

\$1000 for a single plot for a non-resident.

\*Resident is defined for this purpose as being a property owner or residing in the Town of Walworth.

That the charges for opening and closing a grave are as follows:

Weekdays:

\$800 Standard summer burial fee.

\$250 Standard summer cremation urn fee.

\$900 Saturday burial fee.

\$1000 Standard winter burials between November 1 - March 15<sup>th</sup>.

\$350 Saturdays cremation (urn) burial.

\$400 Standard winter cremation (urn) burials between November 1 - March 15<sup>th</sup>.

\$200 Baby Burial for up to 1 year old – includes 1 space in baby plot, marking fee, open and close fee

Note: Before or after a holiday, when employees are not working due to the holiday or after normal business hours Saturday prices will apply.

No Holiday or Sunday Burials

\$50 Transfer of deed per grave site

\$50 Stake out fee for foundation (Monument Marker)

**RATES TO BE EFFECTIVE January 1, 2022**

# Town of Walworth Fee Schedule

EXHIBIT 1 (Page 1 of 2) Rates (Effective January 1, 2022)

10% admin fee on all permits except \$500 OCCUPANCY BOND  
and \$5,000.00 ROAD BOND

Residential 1 & 2 Family		Fee	Minimum
	New Dwelling/Addition	\$.25 per sq ft all floor area	\$75.00
	Erosion Control	\$100.00	
	Remodel	\$11.50 per thousand of valuation	\$50.00
	Accessory Structure	\$.32 per sq ft all areas	\$50.00
	Occupancy Permit	\$85.00 per dwelling unit	
	Temporary Occupancy Permit	\$75.00	
	Pools/Hot Tubs (Separate elec permit required)	\$50.00	
	Early Start (footings and foundations)	\$150.00	
<b>Plumbing</b>	New Bldg/Addition	\$55.00 base plus \$.05 per sq ft all areas	\$55.00
	Alteration	\$55.00 base plus \$.05 per sq ft alteration area	\$55.00
	Replacement & Misc Items	\$12.50 per thousand of plumb. project valuation	\$50.00
	Sanitary Sewer Lateral	\$60.00	
<b>Electrical</b>	New Bldg/Addition	\$55.00 base plus \$.05 per sq ft all areas	\$55.00
	Alteration	\$55.00 base plus \$.05 per sq ft alteration area	\$85.00
	Service Upgrade	\$75.00	
	Replacement & Misc Items	\$10.00 per thousand of Elec. project valuation	\$50.00
	Generator	\$75.00	
<b>HVAC</b>	New Bldg/Addition	\$55.00 base plus \$.05 per sq ft all areas	\$55.00
	Alteration	\$55.00 base plus \$.05 per sq ft alteration area	\$55.00
	Service Upgrade	\$75.00	
	Replacement & Misc Items	\$12.50 per thousand of HVAC project valuation	\$50.00
<b>Razing</b>		\$80.00 base plus \$.10 per sq ft all areas	\$80.00
<b>Other</b>		\$55.00	\$55.00
Commercial		Fee	Minimum
	<b>New Structure/Addition</b>	\$.37 per sq ft	\$200.00
	<b>Remodel</b>	\$12.50 per thousand of valuation	\$75.00
	<b>Occupancy/Temp Occupancy, Change of Use</b>	\$75.00 per unit	
<b>Plumbing</b>	New Building/Addition	\$55.00 base fee plus \$.05 per sq ft, all areas	\$55.00
	New Building Alteration	\$55.00 base fee plus \$.05 per sq ft, alteration area	\$55.00
	Replacement & Misc Items	\$12.50 per thousand of plumbing proj valuation	\$50.00
	Sanitary Sewer Lateral	\$60.00	
<b>Electrical</b>	New Building/Addition	\$55.00 base fee plus \$.05 per sq ft, all areas	\$55.00
	New Building Alteration	\$55.00 base fee plus \$.05 per sq ft, alteration area	\$55.00
	Replacement & Misc Items	\$12.50 per thousand of electrical proj valuation	\$50.00
<b>HVAC</b>	New Building/Addition	\$55.00 base fee plus \$.05 per sq ft, all areas	\$55.00
	New Building Alteration	\$55.00 base fee plus \$.05 per sq ft, alteration area	\$55.00
	Replacement & Misc Items	\$12.50 per thousand of HVAC proj valuation	\$50.00
<b>Commercial Plan Review - Certified Municipality per SPS 302.31</b>			
	<b>Early Start Permit</b>	\$300.00 (footings & foundations per SPS 361.32)	
	<b>Razing</b>	\$80.00 base fee plus \$.10 per sq ft of floor area	\$80.00
	<b>Other</b>		\$75.00
Agricultural Buildings (unheated)		Fee	Minimum
	<b>New Structure/Addition/Remodel</b>	\$.20 per sq ft all floor area	\$75.00
	<b>Razing</b>	\$80.00 base fee plus \$.10 per sq ft of floor area	\$80.00

**10% admin fee on all permits except Bonds**

**Town of Walworth Fee Schedule**

EXHIBIT 1 (Page 2 of 2) Rates (Effective January 1, 2022)

Miscellaneous	Fee
Re-inspection Fee - each occurrence	\$75.00
Failure to Call for Inspection - each occurrence	\$75.00
<b>Double Fees</b> are due if work is started before the permit is issued.	
Permit Renewal – 50% of the permit fee based on current fee schedule, but not less than the minimum fee.	
State Seal	\$55.00

**10% admin fee on all permits except BONDS**

**Plan Review**

1&2 Family –New	\$225.00
1&2 Family – Addition	\$80.00
1&2 Family – Alteration	\$80.00
Multi Family	\$225.00 + \$20.00/unit
Commercial	\$225.00
Accessory Structure	\$65.00
Mechanical Plans	\$60.00
Electric Plans	\$60.00

ALL DECKS \$195.00

(Deck \$75.00 + Erosion \$75.00 + Plan Review \$45.00)

**\$500.00 Occupancy Bond – not subject to the 10% Admin Fee**

**(If applicable) \$5,000.00 Road Bond - not subject to the 10% Admin Fee**

Project Value = \$15,000.00

Permit Cost = \$10.00 x 15 = \$150.00

Admin Fee (10%) = \$ 15.00

Total Permit Fee \$165.00

# Town of Walworth

## Application for Private Driveway/Road – Permit

Date of Application: \_\_\_\_\_

Applicant(s) \_\_\_\_\_  
(Property Owner(s)) (Name) (Name)  
\_\_\_\_\_  
(Address) (Address)  
\_\_\_\_\_  
(City/Town), (St) (Zip Code) (City/Town), (St) (Zip Code)  
\_\_\_\_\_  
(Telephone Number) (Telephone Number)

Tax Parcel No. \_\_\_\_\_ Fire # if any: \_\_\_\_\_

Town Road Name: \_\_\_\_\_

Application Permit to construct: \_\_\_\_\_ Private Driveway \_\_\_\_\_ Private Road

Construction Start Date: \_\_\_\_\_ Complete Date: \_\_\_\_\_

Contractor or Person performing construction work:

\_\_\_\_\_  
(Name) (Address) (City/St/Zip) (Tel) #

**Fee: \$100.00** **Date Received:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Initial Inspection** : Approved/Disapproved \_\_\_\_\_ Date: \_\_\_\_\_  
(Circle one) (Town of Walworth Representative)

**Final Inspection**: Approved/Disapproved \_\_\_\_\_ Date: \_\_\_\_\_  
(Circle one) (Town of Walworth Representative)

**(Use back page for sketch)**

Property lines, driveway placement, Town Road

Town of Walworth

Permit Number: \_\_\_\_\_

**PERMIT: DRIVEWAY AND OR ALTERATIONS ON PUBLIC RIGHT OF WAY**

Date Submitted: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_

Present Mailing Address of Owner \_\_\_\_\_ Address at Permit location \_\_\_\_\_

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

FAX : \_\_\_\_\_

Permit Requested:

- Driveway
- Access Road Reconstruction
- Right-of-Way Alteration
- Driveway Relocation
- Utility
- Culvert Addition
- Culvert Removal

Permit Fee:  Commercial (\$200.00 fee)  Residential and Field Entrances w/Building(s) (\$100.00 fee)

No fee for Vacant Land Field Entrances

Proposed Method of Installation:

- Tunnel
- Open Cut
- Suspended Poles
- Cut and Fill
- Suspended on Towers
- Cased
- Trench
- Jack and Bore
- Plow
- Culvert

Proposed Work:

- Cross Right-of-Way
- Overhead
- Culvert
- Underground
- Parallel to Right-of-Way

Type of Installation: \_\_\_\_\_

Plans prepared by: \_\_\_\_\_ Copy Attached?  Yes  No

How much frontage do you have on roadway? \_\_\_\_\_

Name of Road/Street involved \_\_\_\_\_ Side of Street N E S W (Circle One)

The undersigned and designated applicant binds and obligates themselves to construct the driveway or alterations in accordance with the description contained herein and sketches attached hereto and abide by the approved application after inspection by the authorized Public Works Representative. A final inspection MUST be made after the proposed work is completed. SKETCH AND/OR PLAN DRAWING REQUIRED FOR PERMIT APPROVAL.

Applicant's signature \_\_\_\_\_ Dated: \_\_\_\_\_, 20\_\_\_\_

Approval based on the following condition: A \_\_\_\_\_ inch diameter pipe, \_\_\_\_\_ feet in length will be installed with end walls under driveway to provide proper drainage.

Road Superintendent \_\_\_\_\_ Dated: \_\_\_\_\_

Town of Walworth Board Member \_\_\_\_\_ Dated: \_\_\_\_\_

Comment: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

# TOWN OF WALWORTH

Walworth County

Wisconsin

## Rules and Guidelines for the use of Walworth Town Hall

A fee of \$100 will be charged to all parties wishing to use the Town Hall and if the Town Chairperson requires a Board Member, Plan Commission Member or Town Employee to be present during said use, the user shall also pay prior to the event a \$25.00/per hour fee with a \$100 minimum. Approval must be obtained from the Town Chairperson for all nonrecurring use requests for the building and he/she shall have the authority to waive the fees.

The building will be returned to its original condition. If any damage is detected or the building is left unkempt, the damage and/or cleaning fee will be charged to the user.

It is required that applications be applied for 14 days prior to intended date use. The use will be determined, in part, subject to availability. Official Town meetings supersede any other intended use, with proper notice to potential users. Applications may be obtained from the Town Clerk-Treasurer during normal business hours. Completed applications and fees must be submitted to the Town Clerk-Treasurer. There will be no keys given to any group or individual. The responsible party must be least 25 years of age.

No food or drink will be allowed outside of the meeting room, hallway and kitchen area. All garbage and paper must be properly removed.

No children will be allowed unsupervised at any time. If a youth activity is planned, there will be one adult present for each ten children (those under the age of 18 years).

Defacing of the wall/ceilings with posters, pictures or notices is not permitted.

Hours of use will not be extended beyond 9:00 pm unless a later time is approved by the Town Chairperson.

Should any organization or group desire to use the building on regular basis, the Board of Supervisors must approve this request. The Board has the right to terminate this agreement at any time.

Unless stated above, any waiver from the above stated regulations must be approved by the Board of Supervisors.

The Town Hall is a tobacco free building.

Building capacity is \_\_\_\_ persons.

Marie Baker, WCMC

Clerk/Treasurer

Town of Walworth – Est. Population 1685

[clerk@townofwalworth.com](mailto:clerk@townofwalworth.com)

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262-275-9805 FAX

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